

Largo Communities Together

LCT is Scottish Charitable Incorporated Organisation - Charity No. SC048447

Largo Communities Together (LCT)

Minutes of LCT (22) Board Meeting Monday 7 December 2020

Present: Nora Conlin, Stan Green, Irene Kay, Jan Kerr, Emily MacDonald, Dougi McMillan, Jill Miller, Louise Robb (Chair), Beau Russell (for part of the meeting), Barbara Simpson, James Simpson, Andrew Stenson

1. Welcome, apologies, thanks and introductions

BR attended from 8.00 till 8.45.

LR welcomed all participants to the meeting. Noted that a significant amount of work had been taken forward by LCT, its Sub Groups and volunteers. Many developments were being taken forward with the background of the Covid pandemic and so much had been achieved.

However, there were changes since the AGM of 9 November 2020. LR explained that JK would continue as a Board Trustee but due to family commitments would no longer lead the Communications Sub Group. She would carry on as a member of that group and also the Newsletter Team and take responsibility for LCT posts on the Community Facebook page. JK's expertise and experience were welcomed by LCT.

Martin Schmidt had decided to resign from his Trustee position on the Board. The position would be replaced in due course. He had significant work commitments at this time. MS would continue to manage all IT for LCT on Admin @largocommunitiestogether address, to include: Office 365, emails and IT admin. He would remain on the Largo Estate Sub Group but would step down from the Chair role. This Sub Group would be responsible for appointing another chair. In the meantime, SG would chair the Estate Sub Group. MR would continue to receive the LCT minutes in his role as Admin. MR had taken forward significant tasks for LCT and this was appreciated.

2. Minutes of 9 November 2020 and matters arising. Minutes of the AGM of 9 November 2020

Board Meeting Minutes of 9 November 2020 proposed by IK and seconded by EM.

Matters arising would be covered in the agenda.

Minutes of AGM of 9 November 2020 proposed by LR and seconded by BS. Noted that the AGM Minutes could be subject to scrutiny by OSCR.

Re protocols: Office Bearers and their roles/responsibilities should be communicated to members on the LCT website. Other Trustee roles should also be made clear to the membership. If an individual member requested such information, then this would be passed to them. Communications, e.g. if an issue raised or a cause for concern from a member, should be directed through appropriate LCT channels, normally by the Secretary. Office Bearers could be called upon to address any issues from members as required through discussion with the Chair. Noted OSCR could be called upon for advice. Files should be maintained of any communications of issues or concerns brought by members.

3. Discussion and approval of Code of Conduct, Bullying and Harassment Policy, Grievance Procedures. Discussion of other Governance issues. Process for disseminating to all Sub Groups

Draft documents had been previously emailed:

Code of Conduct for Trustees

Grievance Procedure

Bullying and Harassment Policy

Largo Communities Together

LCT is Scottish Charitable Incorporated Organisation - Charity No. SC048447

These documents had been prepared to ensure processes and procedures were in place if any Trustee or member of a Sub Group was subject to bullying or harassment in whatever form. Bullying or harassing behaviours would not be tolerated so we must have appropriate policies in place. Advice had been sought from other organisations, e.g. the local Church of Scotland, the Community Council. Peter Aitken, Chair of the CC and a lawyer, had followed up with detailed advice.

Overall the policies were welcomed. Points noted:

Ensure a standard format/layout for all policy documentation;

Paragraph numbers and sub points to be clearly delineated for ease of reference;

Include signature and review date;

Simplify the documentation where possible.

Ensure the identification of an independent reviewer if a complaint cannot be resolved by our procedure, i.e. not a Trustee of the Board;

The Code of Conduct - expectations of our standard and behaviours, based on the Community Code of Conduct;

Once revised, the above documentation to be posted on the LCT website;

Expulsion from LCT not included specifically in the documents but was covered in the Constitution. All the documents could include a reference that they sit within the LCT Constitution as a matter of course;

Complaint to the Chair in the first instance who should arrange an investigating officer;

Records to be maintained, dated and stored securely (Data Protection) by investigating officer and Chair;

Letter of confirmation of outcome – upheld or not upheld;

Timescales clearly defined, and if changed in the course of an investigation, those involved to be informed, noted investigations could be time consuming;

If expulsion from LCT to be considered, there should be a meeting of LCT Trustees followed by an EGM following our Constitution guidance;

Safe Guarding Policy to be prepared.

LR and EM to review documentation and amend as appropriate. Consult with PA to ensure all in line legally. Once amendments had been made, this policy documentation to be disseminated through the Sub Groups and then posted on LCT website.

4. Pier update

JS spoke to his previously emailed report re the Pier. Ownership of the Pier and Crusoe Hotel was still not settled. Detail noted in JS's report. A survey on behalf of the solicitors acting for the preferred purchaser of the Pier and car park had been carried out. Noted the state of the harbour wall was concerning – voids beneath the surface of the car park.

These surveys and the subsequent negotiations were delaying the sale of the Crusoe Hotel. Until this was clarified, little progress can be made for the renovation /reinstatement of the Pier.

A quote of £1,500 plus VAT had been received from Cook's for work on the Pier winter repairs. This had been accepted and Alistair Cook would carry out the repairs as soon as tidal conditions permit. JS had obtained

Largo Communities Together

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permission from the liquidators for the work to be taken forward. Photographs would be taken and publicity organised through FaceBook and the LCT website.

Through the Pier Group, the community was the custodian of the Pier but ownership of the Crusoe and Pier did need to be clarified. The plans for the Pier would not be divulged and remained our property.

Noted Jenny Gilruth, MSP had made positive mention of the Pier developments.

5. Largo Estate Update

SG supported by EM reported on progress re Largo Estate. EM met recently with the Crichtons re viewing the Church rooms as house/base for the newly appointed Horticulture Manager of Largo Estate – Kathy Beckett. The Crichtons had funding for this post for the next two years.

Application for change of Church rooms to a dwelling had been taken forward. It was hoped that Kathy Beckett will be in situ by March. She had a charity background and experience, and a vision for the Estate. SG was involved in the interview process and was positive about the appointment. He would be her main point of contact as she settled into post. SG would continue liaising with the Crichtons re future developments. He had been on a conference call with the Crichtons and discussed the community consultation and sustainable development with them.

LR noted a contact re sustainable development, Osbert Lancaster, who could be a useful link person for Ronnie Graham on funding proposals and community groups. RG was bringing good knowledge and experience to the Estate Sub Group.

The appointment of a new Chair for the Estate Group would remain within their remit. Noted that the position did not have to be filled by a Trustee.

JM to attend a Largo Estate meeting in the new year. She had already attended a Pier Group meeting.

6. Largo Arts Week

DM and AS reported on progress re LAW and an exciting new development they would be taking forward. The organisation of LAW was being organised for summer 2021. Artists and performers were being contacted, and there had been a good response. The organisers would be mindful of any restrictions re Covid but hopefully the vaccine programme would have an impact on the situation.

It was hoped to be able to stage events at different times of the year and to showcase the talent of our community.

DM and AS then explained about a new development (a communication emailed following their input provided detail of their announcement). A new Community Interest Company had been established with DM and AS as directors – Largo Arts CIC. This company would be overarching and incorporate LAW to provide a platform for artistic events to take place across the year, to support and work with partner groups and agencies across the community.

DM and AS reported further that Andy and Carol Duff, The Temple, Lower Largo had purchased the Largo Baptist church building with the aim of using it to benefit the community and visitors to the area. It was noted that the building was not to be used for commercial purposes or turned into residential flats. DM and AS hoped to take over a five year lease of the building from the Duffs in April 2021. The building, to be known as The Aurrie, would offer exhibition space, performance venue, workshop opportunities and café. The expectation was to generate income to support a philosophy of a sustainable community. Employment opportunities would be created, as well as small businesses operating from The Aurrie. Noted the Duffs were already having improvements made to the building. DM invited JK to advise on accessibility issues at a later stage.

LCT offered DM and AS every success for the future of Largo Arts@ The Aurrie.

Largo Communities Together

LCT is Scottish Charitable Incorporated Organisation - Charity No. SC048447

7. LACRT update

IK reported on developments in LACRT noted in her previously emailed report.

The Largo Friends and Neighbours Befriending Project was almost at launch stage. Policy documentation was with LCT Office Bearers for approval. Two local coordinators had been recruited and a small team of befriending volunteers was in place. These volunteers would have Police Act Basic Disclosure and had each provided two referees. Training sessions had been agreed and would start in January. Telephone Befriending would begin the first phase of the project before moving on to face to face befriending in due course. Noted that the Office Bearers gave their approval to LACRT's Befriending Project policy framework and documentation.

Other LACRT projects noted in the report: Christmas Kites for Kids on the beach at the Temple Car Park 12.00 Wednesday 23 December 2020. This event would be supported by Rotary, including Santa and his Elves who would give gifts to the children and young people.

Support in Times of Need Fund continued to be available if required. Support was also offered to the local primary schools. Please let LACRT know if an individual or family needed help during the Christmas period. Upper Largo Telephone Box had been purchased by LACRT. EM was in the process of organising this. Kirkton of Largo PS would be involved in refurbishment of the space to be used for school project work. LACRT would also be able to display public health and project information.

Tracking Coronavirus Statistics – noted no cases in the Largo area at the time of writing.

8. Treasury/Funding Group

EM highlighted aspects from her previously emailed report. Noted as significant: £500 donation from Andy Bonnes – Premier Stores, Lower Largo; £133 donation from Sue Milne, sale of jams and chutney; £2,292.90 gift aid from Just Giving. All of the aforementioned assigned to Largo Pier.

9. Membership update

Item held over till next meeting.

10. Communications update

JK reported that there were four new volunteers to the LargoLinks team. James Kay, Editor to pursue grant funding. Noted approximately 25 questionnaires received re the newsletter. Overall positive responses and favouring a three-month publication schedule. The new volunteers would cover reporting, production and proof reading. Consideration was being given to exploring links with those living abroad who had links with the Largo area. JS to be approached to explore any such connections.

JK would forward minutes of newsletter publication of 2 December to NC for forward distribution to the Board.

11. AoB and Date of Next Meeting

Alison Crook of Scottish Land Fund was leaving post. She had given good advice to LCT. Thanks, extended to her.

LR informed the Board that she was taking on a professional project for LACRT – training sessions for the aforementioned Befriending Project – item 7. She was declaring this professional project to the LCT Board through her company, Louise Robb Associates.

LR would send DTAS conference links to the Board. There were a number of interesting and relevant themes in the programme.

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Note date of next meeting: Monday 11 January 2021 7.00 – 9.00 on Zoom.